

MINUTES of the Personnel Board of the Town of Burrillville held Monday, December 19, 2005 at 8:30 A.M. in the Town Building, Harrisville, RI.

MEMBERS PRESENT: James Moran, Valerie Leduc, Paul MacDonald

MEMBERS ABSENT: None

CALL TO ORDER: Chairman James H. Moran called the meeting to order at 8:30 A.M.

APPROVAL OF MINUTES:

1. VOTED to approve the November 21, 2005 meeting minutes and dispense with reading of said minutes.

Motion by Valerie Leduc. Seconded by Paul MacDonald. The motion was unanimous. Voting in favor of the motion were James Moran, Valerie Leduc and Paul MacDonald.

APPROVAL OF INVOICES / EXPENDITURES:

2. VOTED to approve the agreement with CCRI Lifelong Learning in the amount of \$140.00 for computer assessment of candidates for executive assistant.

Motion by Paul MacDonald. Seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were James Moran, Valerie Leduc and Paul MacDonald.

3. VOTED to approve The Woonsocket Call invoice 73268 in the amount of \$229.58 for advertising the position of executive assistant.

Motion by Paul MacDonald. Seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were James Moran, Valerie Leduc and Paul MacDonald.

CITIZEN COMMENT: None

UNFINISHED BUSINESS:

4. Discussion related to upcoming Superintendent Search; and November 22, 2005 meeting scheduled with the Burrillville School Committee.

Chairman James Moran reviewed the discussion with the School Committee.

5. Update/discussion related to the search for an executive assistant to the town manager.

It was noted that the Manager had made a job offer to Debra Gilfix. Ms. Gilfix was scheduled to begin work on Tuesday, January 3, 2006, subject to the results of a BCI check and physical examination.

NEW BUSINESS:

6. Discussion, consideration and action relative to 2006 testing for police dispatcher(s).

The clerk was instructed to provide documentation related to the expiration of the eligibility list for the next meeting.

7. Discussion, consideration and action on scheduling testing for the police department.

The clerk was instructed to provide documentation related to the expiration of the eligibility list for the next meeting.

8. Correspondence from Vicki Martin, Administrative Assistant, Town Clerk's Office, regarding the boards and commission's database.

Information was updated.

VOTED to add CPS – Human Resource Services invoice #SOP 16850 dated 12/13/05 to the agenda and to approve the invoice.

Motion by Paul MacDonald. Seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were James Moran, Valerie Leduc and Paul MacDonald.

COMMUNICATIONS

9. VOTED to receive and file thank you notes from Linda R. Remillard and Linda Newlands

Motion by Paul MacDonald. Seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were James Moran, Valerie Leduc and Paul MacDonald.

10. Correspondence from Vicki Martin, Administrative Assistant, regarding quotes for classified advertising.

Advertising rates were reviewed.

GENERAL DISCUSSION

The next meeting of the board was rescheduled for Monday, January 9, 2006 at 8:30 a.m. in the Town Building since the regular meeting time will fall on a holiday.

VOTED to adjourn at 9:00 A.M.

Motion by Valerie Leduc. Seconded by Paul MacDonald. The motion

was unanimous. Voting in favor of the motion were James Moran, Valerie Leduc and Paul MacDonald.

Louise R. Phaneuf, Town Clerk